



## **E-MORRIS Web Site Setup Guide**

# E-MORRIS Web Site Setup Guide

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# E-MORRIS Web Site Setup Guide

## Overview

This user guide describes the process for navigating the E-MORRIS web site. This includes how to register for an account, login, and configure your account.

The URI of the E-MORRIS web site is <https://emorris.fasbilling.gsa.gov/emorris/home>. You can access the site by clicking on the link, copying and pasting it into your browser's address line, or creating a bookmark in your browser.

## Logon Page

This is the initial page that you will see.

The screenshot shows the E-MORRIS web site login page. At the top left is the GSA logo and 'E-MORRIS' title. Below it is the tagline 'Enhanced Monthly On-Line Records and Reports of Information-Technology Services'. On the right, it says 'Welcome To E-MORRIS'. A message 'You have been logged out.' is displayed in a box. The main content area has a heading 'E-MORRIS' and a subheading 'Enhanced Monthly On-Line Records and Reports of Information Technology Services'. Below this is a message 'Welcome to GSA's web site for Network Billing and Inventory Management'. A section titled 'This is a Restricted Site' states 'You must be a registered user in order to access this website. If you are currently registered, please enter your User Name and Password to log in.' Below this is a 'Login Now' section with a 'User Name' field, a 'Password' field, and a 'Login' button. To the right of the login fields are links for 'Register Now', 'Forgot Password', and 'Other Login Problems'. A 'WARNING' box is present below the links. The footer contains links for 'About GSA', 'Contact Us', 'Accessibility Aids', 'Privacy and Security', 'Help', and 'Return to Top'. A status bar at the bottom right shows 'Rev 09/05 04/20/2008' and 'E-MORRIS Version: 1.0.0'.

On this page you can:

1. Logon to the web site, if you are an existing user. Enter your User Name (this will generally be your email address) and Password, and click the **Login** button. Your User Name is not case-sensitive. Your Password **is** case-sensitive.
2. Register for an account, if you are a new user.
3. Reset your password, if you are an existing user and have forgotten your password or your password has expired.
4. Send a message requesting assistance if you are having problems logging on and are not able to resolve it by resetting your password.

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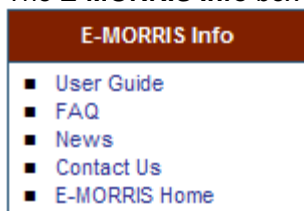
You can also access other GSA information and web sites from the links on this page.

The **GSA Info** box contains links to related GSA web sites.



<a href="#">MORRIS</a>	GSA MORRIS : FTS Billing web site ( <a href="https://morris.ftsbilling.gsa.gov/">https://morris.ftsbilling.gsa.gov/</a> ).
<a href="#">TOPS e*Bill</a>	GSA Telecommunications Ordering and Pricing System billing web site ( <a href="https://topsbill.ftsbilling.gsa.gov/">https://topsbill.ftsbilling.gsa.gov/</a> ).
<a href="#">TOPS Ordering</a>	GSA Telecommunications Ordering and Pricing System ordering web site ( <a href="https://topsorder.ftsbilling.gsa.gov/">https://topsorder.ftsbilling.gsa.gov/</a> ).
<a href="#">GSA Home</a>	General Services Administration official web site ( <a href="http://www.gsa.gov">www.gsa.gov</a> ).
<a href="#">GSA Networkx</a>	Networkx contract page on the GSA web site ( <a href="http://www.gsa.gov/networkx">www.gsa.gov/networkx</a> ).
<a href="#">GSA TSMs (GAMS)</a>	Technology Service Manager (TSM) Agency Listing
<a href="#">Networkx Unit Pricer</a>	Networkx Unit Pricer ( <a href="https://releasedprices.networkx.gov/">https://releasedprices.networkx.gov/</a> )
<a href="#">Networkx Agency Pricer</a>	Networkx Agency Pricer ( <a href="https://pricer.networkx.gov/auth/login.php">https://pricer.networkx.gov/auth/login.php</a> )

The **E-MORRIS Info** box contains links to informational pages on the E-MORRIS web sites.



<a href="#">User Guide</a>	User Guides for the E_MORRIS web site.
<a href="#">FAQ</a>	Frequently Asked Questions about the E-MORRIS web site.
<a href="#">News</a>	General news related to E-MORRIS.
<a href="#">Contact Us</a>	How to contact GSA for information about E-MORRIS or Networkx.
<a href="#">E-MORRIS Home</a>	The E-MORRIS logon or home page

The page footer contains additional links to pages on the GSA and E-MORRIS web sites. This footer appears on all pages, so that you can access these links from anywhere on the E-MORRIS web site.

[About GSA](#) | [Contact Us](#) | [Accessibility Aids](#) | [Privacy and Security](#) | [Help](#) | [Return to Top](#)

<a href="#">About GSA</a>	Information about the General Services Administration from the official web site.
<a href="#">Contact Us</a>	How to contact GSA concerning the E-MORRIS web site or Networkx contract issues. If you are a DAR Administrator who wants to register multiple users, you can download an Excel spreadsheet from this page.
<a href="#">Accessibility Aids</a>	Information about web site accessibility policy from the official GSA web site.
<a href="#">Privacy and Security</a>	Official GSA web site Privacy and Security Notice.
<a href="#">Help</a>	User Guides and Help Information for the E-MORRIS web site.
<a href="#">Return to Top</a>	Returns you to the top of any page.

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### Registration Page

If you are not a registered E-MORRIS web site user, click the [Register Now](#) button. The Request for E-MORRIS Registration page will appear:

Information	
<p>This form registers one user for an E-MORRIS account. If you are a DAR Administrator and wish to register multiple users, please <a href="#">click here</a> to download a form.</p> <p>Please enter your contact information into the fields at the right.</p> <p>* Indicates that you must provide this information.</p> <p>Please make sure to provide a valid email address. You will be contacted at this address when your request has been processed.</p> <p>Please enter at least one Agency Hierarchy Code (AHC). You must enter at least two characters; you may enter up to 28. A partial AHC means access to all AHCs starting with those characters (e.g., "47" means you are requesting all AHCs starting with 47. If you enter 47, you don't need to enter levels that roll to it, e.g., 4712, 47001234). You may enter multiple AHCs, either separated by ; or on a separate line.</p> <p>Please select at least one module for access.</p> <p>Please enter any additional information in the comments box.</p>	

E-MORRIS Registration Request Information	
* Email Address	<input type="text"/>
First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Phone	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
* Agency Hierarchy Code(s)	<input type="text"/>
* Module Access	<input type="checkbox"/> Networkx Inventory <input checked="" type="checkbox"/> Networkx Billing
Comments	<input type="text"/>
* Indicates a Required Field	
<a href="#">Cancel</a> <a href="#">Submit Request</a>	

Information to assist in completing the form is provided in the **Information** box.

Complete as many fields as possible. Email Address, Last Name, Phone number, Agency Hierarchy Code(s), and Module Access are *required* fields.

Module Access refers to the Networkx contract-related reports and functionality that you need to use. Please select one or more.

Please enter any information that might be needed to clarify your request in the Comments field.

When you have completed the form, click on the [Submit Request](#) button. Your information will be forwarded to the appropriate staff, and you will be contacted when your new account is available.

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In most cases we will contact you at your email address, so it is important that you provide a valid email address.

We may also need to contact you if we need additional information, so it is important that you provide a valid phone number.

You can cancel your request by clicking the  button. You will be returned to the previous page.

If you are a DAR Administrator who wants to register multiple users, you can download an Excel spreadsheet, complete it with the registration information, and return it to our staff for processing. You can download the spreadsheet from the [click here](#) link in the **Information** box.

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### Reset Password Page

If you have forgotten your password or your password has expired (you must change your password every 90 days or it will expire), click the [Reset Password](#) button. The Reset Password page will appear:

**Information**

Please enter your government (or other authorized) email address. This email address should be the same as your logon user name.

Click "Submit Request".

You will receive an email message that will allow you to logon and reset your password.

Optionally, you can contact us by clicking on the Contact Us link in the page footer.

**Reset My E-MORRIS Password**

Email Address

[Cancel](#) [Submit Request](#)

Enter your email address. This will generally be the same as your E-MORRIS User Name.

When you have completed the form, click the [Submit Request](#) button.

You can cancel your request by clicking the [Cancel](#) button. You will be returned to the previous page.

#### What you can expect.

We will not send your current password. You will need to create a new password.

You will receive an email at the address that we have on file for your account. This email will contain a temporary password. You can go to the E-MORRIS Home page and enter your user name and the temporary password. You will be prompted to create a new password. You will then be able to logon using your new password.

The temporary password will only be valid for a limited amount of time. If it has expired, you can repeat the process of resetting your password. Once you change your password, the temporary password will no longer be valid.

If you remember your current password after requesting a reset, and before you change your password, you can logon normally using your current password. Your temporary password will no longer be valid, and the email can be ignored.

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### Request Assistance Page

If you are unable to logon to the E-MORRIS web site for reasons other than a forgotten or expired password, click the **Request Assistance** button. The Request Assistance page will appear:

**Request Assistance**

User Name	<input type="text"/>
Email Address	<input type="text"/>
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Phone Number	<input type="text"/>
Comment	<div><div></div><div></div></div>

\* Indicates That Field is Required

Complete as many fields as possible. First Name, Last Name and Phone Number are *required* fields. In most cases we will contact you at your email address, so it is also important that you provide a valid email address.

We may also need to contact you if we need additional information, so it is important that you provide a valid phone number.

Please enter any information that might be needed to clarify your request in the Comments field.

When you have completed the form, click on the **Submit Request** button. Your information will be forwarded to the appropriate staff, and you will be contacted about resolving your request.

You can cancel your request by clicking the **Cancel** button. You will be returned to the previous page.